SIS2000+ Training Manual

Services & Programs:

Using Service Definitions

Purpose

The Service Definitions application is used to define the non-curricular services that are used in the various other Services & Programs applications, such as Special Education, IEP, and Student Services. "Services" are differentiated from "special programs" and "special education programs" in that they are usually singular events that take place on one specific day, whereas "programs" are long-range itineraries composed of Services.

The Special Education and IEP applications will access the Services database and use the definitions defined here for their various functions. In other words, "services" will be used as components of the larger "programs." Service definitions are also used by the Student Services application to track the history of non-curricular services administered to individual students, including those services that are not part of any larger program.
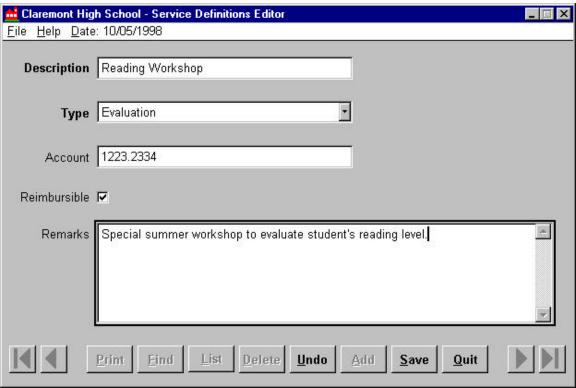
Training Objectives

Add, Edit and Delete Services.

Accessing Service Definitions

From the SIS2000+ Main Menu, click on the Services & Programs button. From there, click on the Services Definitions button.

Tasks

Adding a service

Service Definition Screen

Click Add to add a Service, then fill in the following information as described below.

Description –
Name of Service.

Type –
Select a category from the drop-down list. Available selections are pre-defined using the Table Editor program.

Account -
Account number of the Service, if applicable.

Reimbursable -
Check here if the Service performed will be reimburse by state or federal sources.

Remarks -
Comments.

<u>Edit / Delete Services</u>

Use the **List** or **VCR** buttons to search for the service you wish to modify.

To edit a service, click **Edit**. Make any necessary changes, then Save.

To delete a service, click the **Delete** button. A prompt will appear, answer "Yes" to confirm your deletion.

Note:
A Service cannot be deleted if the definition is used by another application. To continue Delete, click "OK" on this error message, then go back and remove any reference to the service from either the Special Education, Student Services or IEP applications.

What's Next?

Once the services have been defined, you may go into Student Services and track services provided to students.